

## **How to Apply to the STAR Program**

Beginning January 1, 2013, all directed and gross polluting vehicles will have to be certified by STAR-certified Smog Check stations. To become STAR-certified, stations must apply for certification and meet the specific inspection-based performance standards. Applications to the STAR Program are currently being accepted. This article explains the STAR Application process.

### **Step 1: Verify that your Station meets STAR-Certification Requirements**

Stations are eligible if:

- they have been in business for at least one quarter;
- they do not have any applicable enforcement action against the station owners, partners, corporate officers, members, managers, or any employed inspectors; and
- they pass the STAR performance measures found at:

[http://www.smogcheck.ca.gov/Pubwebquery/STAR\\_demo/STAR\\_application\\_requirements.pdf](http://www.smogcheck.ca.gov/Pubwebquery/STAR_demo/STAR_application_requirements.pdf)

Note that depending upon when you apply for certification, new scores may be published between the time your application was submitted and the time when the application is reviewed by BAR. The evaluation for all STAR applications will be made using the most recent calendar-quarter data available when BAR processes the application.

### **Step 2: Determine your Station Type when Applying for STAR**

Once you have verified that your station is eligible for STAR certification, you will need to determine which station type is appropriate for your station: Test-Only or Test-and-Repair.

If you wish to change your station's type from Test-Only to Test-and-Repair, or from Test-and-Repair, to Test-Only, or even want to become a Smog Check station for the first time, you must submit a Smog Check License application with the \$100 application fee and pass a station inspection. Read and complete all requirements as identified on the application.

If you do not want the station type change to go into effect until the STAR Program begins January 1, 2013, write the date you want the change to become effective on your Smog Check Station License application. Smog Check Station License applications that are not marked to delay the change-over date in station type will be processed and changed upon receipt of the application.

### **Step 3: Set an Appointment for Station Visit**

After BAR processes your Smog Check License application, you will be contacted by a BAR field office. A BAR field representative will schedule an appointment to visit your station to verify compliance with all station requirements, as well as change the EIS units over to the new station type and license number. Stations may visit BAR's Web site for helpful station checklists by going to the Industry tab, click on *Forms* under the *Quick Hits*, and scroll down to the *Smog Check Station Checklists*.

Typically, this process takes a few days to complete, during which time you will be unable to perform Smog Check inspections. BAR will strive to minimize the inconvenience and downtime at the station and make for as smooth a transition as possible. We will work with the station owner to schedule the downtime in such a way as to minimize the impact on the station's business.

#### **Step 4: STAR Application**

The STAR application is available online and can be printed from the Web page at:  
[http://www.smogcheck.ca.gov/80\\_BARResources/03\\_Standards&Training/STAR/AppForm.html](http://www.smogcheck.ca.gov/80_BARResources/03_Standards&Training/STAR/AppForm.html).

Once the application is completed, mail it to the address shown at the top of the application. There are no fees or station inspection associated with applying to the STAR Program, provided it is not a new Smog Check station or a change in station type.

#### **Step 5: Notification from BAR**

BAR began reviewing the first STAR applications in October 2012. BAR will notify the applicant once the application has been evaluated. If an application has obvious deficiencies, the station owner will be notified.

If the application is approved, the station owner will need to order appropriate signage, stationery, and other necessary materials in time for program start-up. The sign specifications can be found under "Hot Topics" on BAR's Web site: [www.autorepair.ca.gov](http://www.autorepair.ca.gov). If the application is denied, appeal procedures will be provided.

#### **Step 6: Applying for CAP (STAR Test-and-Repair)**

STAR Test-and-Repair stations are required to participate in the Consumer Assistance Program. For this reason, there are additional documents that must be completed by STAR Test-and-Repair station applicants. The documents will be mailed to applicants when BAR Licensing has approved a STAR Test-and-Repair station application. These documents, a *Station Questionnaire* and a *Payee Data Record*, must be completed and returned to CAP. CAP will use these forms to create a Standard Agreement. Once the Standard Agreement has been completed and required training has been verified, BAR will notify the station owner.

#### **Conclusion**

BAR is looking forward to the STAR Program rollout and the air quality benefits that will follow. BAR encourages all eligible stations to apply for the STAR Program as soon as possible to allow sufficient time to complete the certification process by January 1st. For stations converting from Test-Only to Test-and-Repair or Test and Repair to Test-Only while applying for STAR, applications should be received by BAR no later than November 1st. For stations maintaining the same station type (e.g., Test-Only, Test-and-Repair), applications must be received by mid December, 2012. So, don't delay; submit your application today!